

5311 - POLICE FLEET SPECIALIST

NATURE OF WORK

This is a specialized technical and administrative position with responsibility for all Police Department vehicles. Emphasis of the work is on ensuring that all vehicles are serviced, repaired, and outfitted as required through coordination with City repair shop and outside vendors.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Schedules vehicles for preventive maintenance according to factory specifications and coordinate delivery of vehicles to and from City shop.

Analyzes vehicle damage/repair estimates; authorizes and coordinates repairs of damaged or malfunctioning vehicles.

Ensures that vehicle maintenance and repairs are completed in a timely and cost effective manner and inspects work for quality and conformance to specifications.

Reviews billing invoices to verify accuracy and appropriateness of charges.

Inspects fleet semi-annually for wear and tear or unreported damage.

Develops and implements vehicle replacement program, coordinates replacement with City shop, and assists in preparing decommissioned vehicles for resale.

Assigns and transfers vehicles according to departmental needs, job assignments, training requirements, and Union contract.

Determines vehicle specifications to comply with OSHA regulations, police pursuit needs, and other specialty type applications.

Researches, tests, and evaluates new, different, or upgraded vehicle equipment.

Schedules semi-annual speedometer calibration and annual vehicle emission testing.

Coordinates the take home car program.

Monitors compliance with departmental rules concerning vehicle cleaning, security, and parking.

Monitors and reviews gasoline usage of departmental personnel.

Coordinates with vendor for vehicle painting, decals, and installation/repair of lightbar controls, sirens, radios, dog cages, molding, shotgun racks, and other accessories.

Maintains computerized fleet inventory and maintenance information; prepares periodic reports as required.

Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern methods of maintaining and repairing automotive vehicles. Knowledge of federal, state, and local laws and statutes applicable to fleet service; the mechanics, uses, limitations, and maintenance of automotive vehicles and equipment; and factory warranty and emission applications. Ability to plan, inspect, and evaluate repairs, installations, and modifications made to fleet vehicles; establish

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and maintain vehicle operating and maintenance cost records and analyze this information; understand and carry out oral and written instructions; operate various types of motor vehicles; safely jump start vehicles; maintain computerized records and prepare reports; express oneself clearly and effectively; and establish and maintain effective working relationships with other employees, the public, vendors, and representatives of other agencies.

MINIMUM REQUIREMENTS

Two (2) years full-time technical or administrative experience in automotive servicing and repair.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with latitude for use of independent judgement in the selection of work methods and procedures and is subject to review for compliance with departmental standards and objectives.

SUPERVISION EXERCISED

Directs the work of technical and clerical personnel.

rev.8/97 (minimum req.)